

CITY OF BURBANK

MANAGEMENT SERVICES DIRECTOR

DEFINITION

Subject to administrative determination of policy, to plan, organize, and direct the operations of the City's Management Services Department; to advise the City Manager on technical matters related to the functions of the Management Services Department; and to do related work as required.

ESSENTIAL FUNCTIONS

Responsible for the administration of the Management Services Department functions; manages, organizes, and directs the development of personnel management, labor relations, human resources, reprographics, safety and risk management programs; oversees the development of plans, programs and operations for effective employee relations, human resources, risk management and safety operations; directs the operations of the citywide personnel functions, including recruitment and selection, classification and compensation, labor relations, employee benefits, EEO/Affirmative Action; risk management, workers' compensation, safety, liability protection; provides advice to the City Manager, City Attorney, and City Council on matters related to the operations of the Management Services Department; determines, evaluates, and establishes goals and operating performance; supervises the preparation and administration of the budgets of each function of the Management Services Department; supervises, trains, and evaluates employees; makes hiring, promotions, and transfer decisions; takes disciplinary action as needed up to and including termination.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the principles and practices of modern public administration, personnel administration, and budget, and fiscal administration.
- Ability to - study, develop, and present ideas and recommendations effectively in oral and written form; analyze technical and administrative problems and develop effective solutions; establish and maintain effective working relationships with City officials, supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to, seven years of progressively responsible administrative and supervisory experience in public administration and graduation from an accredited college with a degree in public or business administration, or a related field.

License & Certificates: Valid California Class "C" Driver's License or equivalent at time of appointment.